

Xochitl Esparza, TANF Program Manager
Authorized Signature

Number: SS-PT-12-009
Issue Date: 04/16/2012

Topic: Cash Payments

Subject: TANF Program: Employment separation of a caretaker relative in the TANF need group.

Transmitting (check the box that best applies):

New Policy Policy Change Policy Clarification Executive Letter
 Administrative Rule Manual Update Other: _____

Applies to (check all that apply):

All DHS employees County Mental Health Directors
 Area Agencies on Aging Health Services
 Children, Adults and Families Seniors and People with Disabilities
 County DD Program Managers Other (please specify): Self Sufficiency

Policy/Rule Title:	Specific Requirements MAA, MAF, and TANF		
	Separation from Employment - Caretaker Relative in the Need Group		
Policy/Rule Number(s):	OAR 461-135-0070	Release No:	
	FSM TANF D-10		
Effective Date:	May 1, 2012	Expiration:	None
References:	Senate Bill 1579 (2012)		
Web Address:	OAR 461-135-0070		

Discussion/Interpretation:

Due to continuing state economic issues and as part of the February budget rebalance plan approved by the 2012 Legislative Assembly, the employment separation policy for TANF is being amended.

The amendments provide that the department may deny or terminate TANF to a family in which a caretaker relative is separated from employment without good cause for a period of 120 days beginning the date the caretaker relative is separated from employment without good cause.

Implementation/Transition Instructions:

OAR [461-135-0070](#) is being amended to specify that:

1. A family is denied or terminated TANF for 120 days from the date in which a needy caretaker relative is separated from employment (for a reason such as job quit) without good cause.
2. For the purposes of this rule, the department considers a job when it existed within the last 120 days from the date of request for TANF and for which the caretaker relative:
 - a. was hired to work 100 hours or more per month, or
 - b. worked (or was scheduled to work) 100 or more hours in the last full calendar month of employment.
3. The definitions of “Misconduct” and “Most Recent Employment” are being removed from the rule.

A new Need Resource and Case Descriptor code “ESD” will be available effective May 1, 2012. The Case Descriptor will be used for as part of the case history and does not require an end date. The Needs Resource code is used to prevent a case from being coded Program 2 or 82. Case workers should use the ESD Need Resource and appropriate end date on the adult who left employment without good cause. The end date is the month and year in which the 120th day falls. For example, if a caretaker relative left the job on April 20, 2012 the 120th day would be August 18, 2012. In this case, the “ESD” Need Resource end date would be ESD 08/2012.

The rule and policy changes begin on May 1, 2012. The change will **only** impact TANF applications with a date of request on or after May 1, 2012 and redeterminations in May 2012, which are effective June 1, 2012. Applicants who have a date of request in March or April or a redetermination in April for May 1, 2012 will not be impacted by the rule and policy changes.

Note: These rule and policy changes do not apply to TANF related medical programs.

Training/Communication Plan:

The rule and policy changes will be incorporated into the current training. Discussions of the policy changes will be included in the upcoming Line Manager meeting.

Local/Branch Action Required:

Review the transmittal, rule and FSM changes with staff who will be determining eligibility for TANF program benefits.

Begin implementing the rule and policy changes on May 1, 2012 for TANF program applications with a date of request on or after May 1, 2012 as well as redeterminations effective May 1, 2012.

Use new Need Resource code beginning May 1, 2012.

Central Office Action Required:

- Amend Oregon Administrative Rules [461-135-0070](#) and [461-125-0170](#).
- Revise Family Services Manual – TANF Section D-10 to include clarification on policy and examples.
- Make system changes to add new “ESD” Need Resource and Case Descriptor code.
- Amend training materials.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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